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4 May 1953

MEMORANDUM FOR: Chief, Project Administrative Planning Staff
 SUBJECT : Project/Administrative Plans

1. In recent project administrative plans I have noted on a number of occasions such statements as "no major contractual commitments shall be entered into except upon authority of" and "the _____ Division shall, after appropriate coordination with the _____ Office" do thus and so.
2. It seems to me that the phrase, "major contractual commitments", should be clearly defined in all cases and that the amounts considered to be major should be stipulated.
3. If the _____ Division or Office has authority to determine something in coordination with another Office I am not sure whether this coordination means concurrence or not; in most cases I should think that it would.
4. Please give these two points your attention in the future preparation of administrative plans.

/S/

L. K. WHITE
 Assistant Deputy Director
 (Administration)

ADD/A:LKW:lag
 cc: Comptroller
 General Counsel
 DD/A chrono
 ED/A sub: "PROJECTS - General"

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